

Request for a Tennessee Driver License/Identification Card

Any individual may make application for a Tennessee Driver License (DL) or Identification Card (ID). The following list details the supporting documentation that must accompany this application. If the individual does not have the required documentation they may refer to the attached list of agencies that may be able to assist in obtaining certified copies of the required documents. Documents presented must be either in English or translated into English by a translator and accompanied by a certification of accurate translation completed by the translator.

Requirements for a Tennessee Drivers License

1. **Exchange a Valid Out of State License for A Tennessee License** (or an expired out of state license if not expired more than 6 months)
 - a. Have a valid out of state license in your possession to surrender or have in your possession an expired out of state license that has not been expired for more than six months to surrender.
 - b. Be at least 18 years of age or if under age eighteen have proof of graduation from high school or court order for emancipation of minor. Otherwise minors must comply with all Tennessee Graduated Driver License requirements as noted below in number four and number five.
 - c. Your social security number will be verified with the Social Security Administration (SSA). You do not have to have the actual card with you unless you are applying for a CDL but information must be consistent with both Agencies to be issued a license. If you information does not verify with the SSA you will be required to get the discrepancy correct with SSA prior to being issued a Tennessee Driver License.
 - If you have never been issued a social security number by the U.S. Government you may sign the SSN Affidavit confirming under penalty of perjury that no such number has ever been issued to you. You will be required to re-submit such application on all future transactions until such time as you have received a social security number.
 - d. Provide proof of Tennessee residency by presenting two (2) acceptable original documents (no copies or faxes) with the Tennessee residence address. The documents must be dated with a current date that is not more than four months old. [Click here](#) for link to a list of acceptable documents.
 - e. Provide [proof of citizenship or lawful permanent resident](#) status, which for most customers is satisfied using a birth certificate issued by a state or territory of the United States or U.S. immigration documentation proving permanent residency such as the I-551 Permanent Resident Alien card. All documents must be originals and cannot be faxed copies.
 - f. You will be required to pass an eye exam.
2. **Lost Out of State License:** If applicant does not have the out of state license in his or her possession, they must provide a letter of clearance or certified MVR from the issuing State, dated within 30 days, which includes the applicants licensing information, status and expiration date.

- a. Applicant must also provide [proof of identity](#) such as a certified original birth certificate; certified copy of birth certificate, certified copy of court records (adoption, name or sex change); certified naturalization documentation; immigration ID card, valid passport or a military identification card issued by the United States armed forces.
 - b. Applicant must also provide social security number, [proof of residency](#), and [citizenship](#) as noted above in number one.
 - c. If not expired for more than six months, the applicant will only be required to take a vision test. If expired more than six months or applicant does not provide the letter of clearance or MVR full tests including vision, knowledge and road tests will be required to be passed before issuance of a Tennessee Driver License.
3. **Expired Out of State License:** If applicant has the out of state license in his or her possession and it is expired over six months full tests will be required as noted above.
 - a. Applicant must also provide social security number, [proof of residency](#), and [citizenship](#) as noted above in number one.
4. **Transferring a CDL from another state to Tennessee:** In addition to the requirements outlined above in each situation a holder of a Commercial Driver License will also be required to:
 - a. Provide actual proof of your social security number in the form of the social security card, IRS documents or a paycheck stub each with your name and SSN pre-printed on the document.
 - b. Provide a valid DOT Medical Card showing less than 2 years since your last DOT medical examination.
 - c. Take and pass the Hazardous Materials endorsement test if it has been more than 2 years since the last issue date on the out of state license.
 - After passing the examination you will also be required to submit application and schedule fingerprinting for the TSA Threat Assessment approval, unless you have received such TSA approval through application in your former state and it has been less than five years since the TSA approval date.
5. **Learner's Permit:** A person surrendering a valid out of state learner permit for a Tennessee permit will be required to pass a vision exam and possibly a knowledge exam if one was not required by the former state prior to issuance of the out of state learner permit.
 - a. Applicant must also provide social security number, [proof of residency](#), and [citizenship](#) as noted above in number one.
 - b. If applicant is under age eighteen they must also abide by all Tennessee [GDL requirements](#) regarding restrictions on permissive driving times and number of passengers, etc.
 - c. Also if under age eighteen the applicant will need to:
 - Have parent or legal guardian willing to sign the [teenage affidavit of financial responsibility](#).
 - Have proof of compliance with [Tennessee truancy](#) laws requiring attendance of all class and satisfactory progress in the majority of classes.

6. **Under Age 18 with valid out of state license:** In many circumstances applicants may not qualify for a Tennessee GDL Intermediate level license without first holding a Tennessee Learner Permit for 180 days. However in the following situations a minor may qualify for issuance of the Intermediate Restricted license when they:
- a. Have held a valid graduated, probationary or provisional level license in the former state for at least 90 days.
 - b. If held license in former state for less than 90 days you must provide a certified MVR indicating that you have a “clean” driving record with no violations. If there are violations on the MVR from the former state the record will have to be reviewed by the Driver Improvement Section in Nashville to ensure that the violations would not total more than 6 points according to Tennessee procedures.
 - After review the Department will notify the applicant as to whether or not they are eligible under Tennessee requirements. This process may take up to 2 weeks. Applicants must not have more than 6 points on their driving record during the 180 days preceding application, if you do you will be required to get a Tennessee Learner Permit and hold it for an additional 90-days before being eligible for the Intermediate.
 - c. If you qualify for the Intermediate Restricted license you will need to provide a [50 Hour Driving Certificate](#) completed and signed by your parent, legal guardian or licensed driving instructor confirming that you have had a minimum of 50 hours of behind the wheel driving experience including 10 hours of night driving.
 - d. You must also provide social security number, [proof of residency](#), and [citizenship](#) as noted above in number one.
 - e. Also you will need to have a parent or legal guardian willing to sign the [teenage affidavit of financial responsibility](#) and provide proof of compliance with [Tennessee truancy](#) laws requiring attendance and satisfactory progress in the majority of classes. (This may be provided in the form of an official letterhead statement from the previous school authorities in the former state if the Tennessee school you are now registered in is unable to provide the SF1010 form until after your first session/semester, etc. The letter from the former school must be signed and dated within the 30 days prior to application.)
 - f. As long as you are under age eighteen you must also abide by all Tennessee [GDL requirements](#) regarding restrictions on permissive driving times and number of passengers, etc. You will be required to hold the Intermediate Restricted license for one full year. After this you will be allowed to apply to have the restrictions removed with the exchange to the Intermediate Unrestricted license which you will then be required to hold until age eighteen or successful graduation from high school.
 - You will not qualify to exchange to the unrestricted license if you have accumulated 6 or more points or have an at-fault accident or other disqualifiers on your record during the year you held the Intermediate Restricted license. If you have such issues on your record you will be required to hold the Intermediate Restricted for an additional 90 days beyond the original one-year requirement.
 - g. Please call the Driver Information Line at (615) 741-3954 or the local Driver Testing Center in your area for more specific questions or information since the

state of issuance may have different requirements for those under age 18 than the teen driving requirements in Tennessee.

7. The cost of the Tennessee Driver License varies by applicant age and is based upon a standard one-year fee of \$3.50 per year plus a \$2.00 non-refundable application fee. **\$19.50 is the regular total for a 5-year Class D license.** However because Tennessee will issue your license to expire on your next birthday evenly divisible by five your first issuance may be anywhere from a minimum of 3 years to a maximum of 7 years. This means the actual price range for a first-time Tennessee license is \$12.50 to \$26.50.
 - a. Additional license fees apply for motorcycles (also \$3.50 per year with \$3.00 application fee) and endorsements (\$2.50 per endorsement).
 - b. CDL fees are slightly higher at the rate of \$8.00 per year for Class A and \$7.00 per year for Class B or C. There is a non-refundable CDL application fee of \$6.00 (\$7.00 if original CDL issuance includes motorcycle).

Requirements for a Tennessee Identification Card

Identification cards contain the same personal information, photo, signature and special protection against alteration and fraud as a driver license. Because state government issued identification cards are used by federal agencies the same requirements for issuance apply as those for a driver license with the exception of testing.

1. First time applicants for a Tennessee Identification Card must show some acceptable form of personal identification that includes full name, month, day and year of birth. After verification of the information, documents will be returned immediately to the individual. All documents must be originals or legally certified copies and cannot be fax or photo copies.
 - a. Have a valid out of state identification card in your possession to surrender or have in your possession an expired out of state identification card. This type of document will NOT be returned to the individual.
 - c. If you don't have an Identification Card from another state you must provide another document as [proof of identity](#) such as an certified original birth certificate; certified copy of birth certificate, certified copy of court records (adoption, name or sex change); certified naturalization documentation; immigration ID Card, valid passport or a military identification card issued by the United States armed forces.
2. Applicant must surrender all previous driver licenses, identification cards, and instructional permits issued in any state or territory to the Examiner prior to issuance of a Tennessee Identification Card. Only documents issued by other countries may be retained by the individual.
3. Provide [proof of citizenship or lawful permanent resident](#) status, which for most customers is satisfied using a birth certificate issued by a state or territory of the United States or U.S. immigration documentation proving permanent residency such as the I-551 Permanent Resident Alien card. All documents must be originals or legally certified copies and cannot be fax or photo copies.
4. Your social security number will be verified with the Social Security Administration (SSA). You do not have to have the actual card with you unless you are applying for a CDL but information must be consistent with both Agencies to be issued a license.

If your information does not verify with the SSA you will be required to get the discrepancy corrected with SSA prior to being issued a Tennessee Driver License.

- a. If you have never been issued a social security number by the U.S. Government you may sign the SSN Affidavit confirming under penalty of perjury that no such number has ever been issued to you. You will be required to re-submit such application on all future transactions until such time as you have received a social security number.
5. Provide proof of Tennessee residency by presenting two (2) acceptable original documents (no copies or faxes) with the Tennessee residence address. The documents must be dated with a current date that is not more than four months old. [Click here](#) for link to a list of acceptable documents.

Additional Contact Information for Obtaining Required Documentation
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Motor Vehicle Report/Clearance Letters:

Louisiana

An individual may request an official Motor Vehicle Record (MVR) a.k.a. Clearance letter from Louisiana via the Internet. Go to the following link <http://omv.dps.state.la.us/odr/odr.asp> or contact the Louisiana Department of Public Safety at (877) 368 – 5463.

Alabama

Contact the Drivers License Division of the Alabama Department of Public Safety for complete information.

Driver License Information: 334-242-4400

Driver License P.O. Box 1471 Montgomery, AL 36102-1471

Replacement License:

Louisiana

An individual may request a replacement Drivers License or Identification Card from Louisiana. See directions for “Replacement of Louisiana Drivers License or Identification Card.”

Alabama

An individual may request a replacement Drivers License or Identification Card from Alabama by completing the “Application for a renewal or duplicate license for Alabama Drivers Temporarily Out of State”.

Certified Copies of Birth Certificates/Marriage Certificates:

Louisiana

Complete the “Application for Certified Copy of Birth/Death Certificate” and Mail as directed in the attached instructions.

Marriage Certificates must be requested within through the parish where the marriage occurred.

The service to request records via the Internet is not currently available in Louisiana.

For more information concerning vital records in Louisiana use the contact information below:

Phone: (877) 605-8562 if this number is not available try:

(318) 676-5201 Shreveport Vital Records Office

Internet:

<http://www.oph.dhh.state.la.us/recordsstatistics/vitalrecords/>

Alabama

Complete the Request for Vital Record and mail with necessary payment of fees to:

Alabama Vital Records

P. O. Box 5625 Montgomery, Al 36103-5625

An individual may order via the Internet by going to:

http://www.vitalchek.com/provider_overview.asp?provider_id=16516

For more information concerning vital records in Alabama use the contact information below:

Phone: (334) 206-5418

Internet:

<http://ph.state.al.us/Chs/VitalRecords/Birth/BIRTH.HTML>

Social Security card replacement:

An individual may request a replacement Social Security card by visiting a local Social Security Administration office or completing the “Application for a Social Security Card” and mailing this to the nearest SSA office. Offices can be located by contacting SSA by phone or via the Internet. If an individual is requesting a replacement through the mail the will be required to send in 2 pieces of proof of identification. This is detailed in the application. The TN Department of Safety can obtain a photocopy of a Louisiana DL/ID to assist with this requirement.

Contact information for SSA:

Phone:

- (800) 772-1213
- TTY: (800) 325-0778

Internet:

<http://www.ssa.gov/>

Additional contact Information:

Alabama Department of Public Safety Drivers License Division:

Driver License Information: 334-242-4400

Internet: <http://www.dps.state.al.us/public/driverlicense/>

Louisiana Department of Public Safety Drivers License Division:

Phone: (877) 368 – 5463

Fax: (225) 368 – 5463

Internet: <http://omv.dps.state.la.us/>

Mississippi Department of Public Safety Drivers License Division:

Phone: (601) 987-1200

Internet: <http://www.dps.state.ms.us/dps/dps.nsf/divpages/hp2ds?OpenDocument>

Click here to find a Tennessee Driver License Station in your area.